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DD/S 65-3021
Approved For Release 2004/08/17 : CIA-RDP67-00134R000200050004-9

30 JUN 1965

MEMORANDUM FOR: Inspector General

Jack:

The Director requested that we develop a reporting system to supplement existing systems which would require a quarterly written report by each supervisor on each individual he supervises to indicate positively whether there is any suitability problem which should be brought to the attention of more senior eschelons in the Agency.

Pursuant to this instruction, the Director of Personnel has developed the attached proposal. In view of the Director's persistent interest in this, please submit your concurrence or comments to the Deputy Director for Support not later than 10 July.

I might add that I think there is no question that the Director will insist upon some such system. Hence, it would appear that the only question is whether the system proposed by the Director of Personnel is the best way to accomplish the Director's objective.

L. K. White

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GROUP 1
Excluded from automatic
downgrading and
declassification

TRANSMITTAL SLIP		DATE 1 July 1955
TO: Inspector General		
ROOM NO. 7 D 49	BUILDING Headquarters	
REMARKS: Please handle as EYES ONLY material.		
FROM: Deputy Director for Support		
ROOM NO. 7 D 26	BUILDING Headquarters	
FORM NO. 241 1 FEB 55		
REPLACES FORM 36-8 WHICH MAY BE USED.		
☆ GPO : 1957-O-439445 (47)		

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00/565-2787

MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support
Heads of Independent Offices

SUBJECT : Reporting of Personnel Problem Cases

REFERENCES : A.

B. Memo fr DDCI dtd 30 May 64, subj: CIA Personnel
Evaluation Board (Tab A)

C. Memo fr DDCI to D/Pers dtd 13 Mar 64, subj: Super-
visory Performance in Matters of Employee Performance
and Behavior (Tab B)

1. References A and B direct the reporting of significant personnel information to the Director of Personnel to ensure (1) that questions of personnel suitability are considered at Agency level and (2) that important information concerning an employee is available to officials responsible for making personnel decisions. I am sure that these measures have been of great value in improving Agency personnel procedures involving suitability matters and it is my intention that they be continued.

2. Existing procedures are weak, however, in that they tend to emphasize the reporting of problems which have already reached serious proportions and to minimize the important responsibility of each supervisor to be alert in detecting early evidence that an employee is developing a problem, to take timely corrective action, and to ensure that appropriate command levels and staff offices are informed.

3. In order to strengthen supervisory performance in this area, each first line supervisor shall report on every employee under his supervision on a quarterly basis. Such reports shall be submitted in two parts: Part I will list the names of all employees who, to the best of the supervisor's knowledge and belief, have no problems bearing on their performance or suitability; Part II will include individual reports on problem cases not previously reported or on new developments concerning previously reported cases. Reports of first line supervisors below the level of Branch Chief will be submitted to their Branch Chiefs. Reports of Branch Chiefs and supervisors at higher organizational levels will be submitted through appropriate administrative channels as prescribed by the Deputy Director or Independent Office Head concerned. The Branch Chief (or next higher level for reports prepared by Branch Chiefs and higher level supervisors)

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shall add to the individual reports in Part II any pertinent information or comments he may have and shall review the names listed in Part I to ensure that he has no information concerning any problems which should be reported. Part II reports shall be transmitted through appropriate administrative channels to the Deputy Director or Independent Office Head concerned. Part I reports shall be retained by the reviewing supervisor for a period of one year after which they may be destroyed.

4. The Deputy Director or Independent Office Head concerned will review the reports submitted to him and forward to the Director of Personnel, with additional comment if appropriate, those which he considers to be significant or to require further review or action. He will also prepare Part I and Part II reports for employees under his immediate supervision and forward Part II reports to the Director of Personnel. In addition, he will furnish a copy of any report forwarded to the Director of Personnel about an employee in a Career Service which is not under his jurisdiction to the Head of that employee's Career Service. Any reports which the Deputy Director or Independent Office Head does not forward to the Director of Personnel will be retained in his office for a period of three years after which they may be destroyed.

5. Each addressee is responsible for issuing appropriate instructions to establish and implement this reporting system in his component. The reporting schedule must provide for Part II reports to be forwarded to the Director of Personnel by the last day of the month following the close of each quarter, that is, by 31 July, 31 October, 31 January, and 30 April. Such instructions must provide that Part I and Part II reports be Eyes Only and be treated with utmost confidentiality. The number of copies of these reports shall be held to a minimum; "convenience" copies for retention at each reviewing echelon are not authorized.

6. The Director of Personnel shall establish procedures for reviewing these reports in accordance with the principles set forth in the memorandum attached at Tab A and shall ensure that these reports are incorporated in the Integrated Personnel Information System. Further, he shall continue to comply with the directive attached at Tab B for investigating and reporting supervisory failures which come to his attention.

W. F. Raborn
Director of Central Intelligence

Attachments: A/S

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